

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J

LIST OF ATTACHMENTS

PART III**SECTION J****LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS****LIST OF ATTACHMENTS**

| Document | Number of Pages |
|--|-----------------|
| Attachment A – Advance Understanding | 1 |
| Attachment B – Work Authorization Directives | 1 |
| Attachment C – Special Financial Institution Account Agreement for Use with the Payments Cleared Financing Agreement | 7 |
| Attachment D – Small Business Subcontracting Plan | 1 |
| Attachment E – Wage Determinations | 1 |
| Attachment F – List of Applicable Directives | 5 |
| Attachment G – Key Personnel | 1 |
| Attachment H – Reporting Requirements | 2 |
| Attachment I – Performance Guarantee Agreement | 1 |
| Attachment J – Performance Evaluation and Measurement Plan | 1 |

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J
LIST OF ATTACHMENTS

ATTACHMENT A – ADVANCE UNDERSTANDING

In accordance with the Section H Clause entitled “Advance Understanding(s),” any advance understandings between DOE and the Contractor will be added as an attachment here.

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J
LIST OF ATTACHMENTS

ATTACHMENT B - WORK AUTHORIZATION DIRECTIVES

The Contracting Officer will issue all Work Authorization Directives under separate cover.

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J
LIST OF ATTACHMENTS

ATTACHMENT C

SPECIAL FINANCIAL INSTITUTION ACCOUNT AGREEMENT FOR USE WITH
THE PAYMENTS CLEARED FINANCING AGREEMENT

NOTE: THE OFFEROR SELECTED FOR AWARD WILL BE REQUIRED TO AWARD A COMPETITIVE SUBCONTRACT TO A FINANCIAL INSTITUTION DURING THE TRANSITION PERIOD

(Name of Contractor)
Contract Number DE-AC96-XXXXXXXXXX
Department of Energy Account

Agreement entered into this, _____ day of _____, _____, between the UNITED STATES OF AMERICA, represented by the Department of Energy (hereinafter referred to as “DOE”), and _____, a corporation/legal entity existing under the laws of the State of _____ (hereinafter referred to as the Contractor) and the _____, a financial institution corporation existing under the laws of the State of _____, located at _____ (hereinafter referred to as the “Financial Institution”).

RECITALS

- (a) On the effective date of _____, _____, _____, DOE and the Contractor entered into Agreement(s) No. _____, or a Supplemental Agreement(s) thereto, providing for the transfer of funds on a payments-cleared basis.
- (b) DOE requires that amounts transferred to the Contractor thereunder be deposited in a special demand deposit account at a financial institution covered by Department of the Treasury-approved Government deposit insurance organizations that are identified in I TFM 6-9000 (See Figure IX-10).

These special demand deposits must be kept separate from the Contractor’s general or other funds, and the parties agreeable to so depositing said amounts with the Financial Institution.

- (c) The Special Bank Account shall be designated [Name of Contractor], [account title] Account.

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J
LIST OF ATTACHMENTS

COVENANTS

In consideration of the foregoing, and for other good and valuable considerations, it is agreed that-

- (1) The Government shall have title to the credit balance in said account to secure the repayment of all funds transferred to the Contractor and said title shall be superior to any lien, title, or claim of the Financial Institution with respect to such accounts.
- (2) The Financial Institution shall be bound by the provisions of said Agreement(s) between DOE and the Contractor relating to the transfer of funds into and withdrawal from the above special demand deposit account, which are hereby incorporated into this Agreement by reference, but the Financial Institution shall not be responsible for the application of funds withdrawn from the said Account. After receipt by the Financial Institution of directions from DOE, the Financial Institution shall act thereon and shall be under no liability to any party hereto for any action taken in accordance with the said written directions. Any written directions received by the Financial Institution from the Government upon DOE stationery and purporting to be signed by, or signed at the written direction of, the Government, may, insofar as the rights, duties and liabilities of the Financial Institution are concerned be considered as having been properly issued and filed with the Financial Institution by DOE.
- (3) DOE, or its authorized representatives, shall have access to financial records maintained by the Financial Institution with respect to such special demand deposit account at all reasonable times and for all reasonable purposes, including, but without limitation to, the inspection or copying of such financial records and any or all memoranda, checks, payment requests, correspondence, or documents pertaining thereto. Such financial records shall be preserved by the Financial Institution for a period of six (6) years after the final payment under the Agreement.
- (4) In the event of the services of any writ of attachment, levy of execution, or commencement of garnishment proceedings with respect to the special demand deposit account, the Financial Institution shall promptly notify DOE at-

U.S. Department of Energy
Project Management Office
Planning and Financial Management Division
900 Commerce Road East
New Orleans, LA 70123

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J
LIST OF ATTACHMENTS

- (5) DOE shall authorize funds that shall remain available to the extent obligations have been incurred in good faith thereunder by the Contractor to the Financial Institution for the benefit of the special demand deposit account. The Financial Institution agrees to honor, upon presentation for payment, all payments issued by the Contractor and to restrict all withdrawals against the funds authorized to an amount sufficient to maintain the average daily balance in the special demand deposit account in a net positive and as close to zero as administratively possible. In addition, it is also agreed that the Financial Institution shall pay interest penalties on positive balances as follows:

The Financial Institution agrees to service the account in this manner based on the requirements and specifications contained in Solicitation No. DE-SOL-0003490 dated TBD. The Financial Institution agrees that per item costs, detailed in the form “Schedule of Financial Institution Processing Charges,” contained in the Financial Institution’s aforesaid bid will remain constant during the term of this Agreement. The Financial Institution shall calculate the monthly fees based on services rendered and invoice the contractor. The contractor shall issue a check or automated clearing house authorization transfer to the Financial Institution in payment thereof.

- (6) The Financial Institution shall post collateral in accordance with 31 CFR 202 with the Federal Reserve Bank in an amount equal to the net balances in all of the accounts included in this Agreement (including the noninterest-bearing time deposit account), less the Treasury-approved deposit insurance.
- (7) This Agreement, with all its provisions and covenants, shall be in effect for a term of _____ years, beginning on the ____ day of _____, _____ and ending on the _____ day of _____, _____.
- (8) DOE, the Contractor, or the Financial Institution may terminate this Agreement at any time within the Agreement period upon submitting written notification to the others parties ninety (90) days prior to the desired termination date. The specific provisions for operating the account during this 90-day period are contained in covenant (11).
- (9) DOE or the Contractor may terminate this Agreement at any time upon thirty (30) days’ written notice to the Financial Institution if DOE or the Contractor, or both parties, find that the Financial Institution has failed to substantially perform its obligations under this Agreement or that the Financial Institution is performing its obligations in a manner which precludes administering the program in an effective and efficient manner or that precludes the effective utilization of the Government’s cash resources.
- (10) Notwithstanding the provisions of Covenants 8 and 9, in the event the Agreement referenced in Recital (a), between DOE and the Contractor is not renewed or is terminated, this Agreement between DOE, the Contractor, and the Financial Institution shall be terminated automatically upon the delivery of written notice to the Financial Institution.

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J
LIST OF ATTACHMENTS

- (11) In the event of termination, the Financial Institution agrees to retain the Contractor's special demand deposit account for an additional 90-day period to clear outstanding payment items. (For compensation by noninterest-bearing time deposit only.)

Within 7 days of the expiration of the Agreement term, an analysis of the special demand deposit account shall be made by DOE to determine whether an insufficient or excessive balance was maintained in the time deposit account to compensate the Financial Institution for service rendered up to the expiration date.

- (a) If the analysis indicates that the Financial Institution has been insufficiently compensated for services rendered up to the expiration of the Agreement, the Contractor shall-
1. Maintain on deposit, during this 90-day period, sufficient Federal funds to reimburse the Financial Institution for prior cumulative loss of earnings, and
 2. Maintain on deposit in the time deposit account sufficient Federal funds to compensate the Financial Institution for services rendered.
- (b) If the analysis indicates that the Financial Institution has been overcompensated for services rendered up to the expiration of the Agreement, DOE shall close out the time deposit account and secure from the Financial Institution a payment in an amount equal to the cumulative excess compensation less compensation for estimated services to be rendered during the 90-day period.
- (c) If cumulative excess compensation is not sufficient to compensate the Financial Institution for services rendered during the 90-day period, adjustments shall be made to the time deposit account to compensate the Financial Institution for the difference between the cost of services rendered during the 90-day period and the cumulative excess compensation.

This Agreement shall continue in effect for the 90-day additional period, with the exception of the following:

1. Term Agreement (Covenant 7)
2. Termination of Agreement (Covenants 8 and 9)

All terms and conditions of the aforesaid bid submitted by the Financial Institution that are not inconsistent with this 90-day additional term shall remain in effect for this period.

The Financial Institution has submitted the forms entitled "Technical Representations and Certifications," "Schedule of Financial Institution Processing Charges," and "Calculation of Time Account Balance Required." These forms have been accepted by the Contractor and the Government and are incorporated herein with the document entitled, "Financial Institution's Information on the Payments Cleared Arrangement" as an integral part of this Agreement.

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J
LIST OF ATTACHMENTS

IN WITNESS WHEREOF the parties hereto have caused this Agreement, which consists of _____ pages, to be executed as of the day and year first above written.

Date Signed

By: _____
(Typed Name of Contracting Officer)

(Signature of Contracting Officer)

WITNESS

(Typed Name of Witness)

(Typed Name of Contractor)

(Signature of Witness)

By: _____
(Name of Contractor's Representative)

Note: In the case of a corporation,
a witness is not required. Type or
print names under all signatures.

(Signature of Contractor's Representative)

(Title)

(Address)

(Date Signed)

(Name of Witness)

(Name of Financial Institution)

By: _____
(Name of Financial Institution Representative)

(Signature of Witness)

(Signature of Financial Institution Representative)

Note: In the case of a corporation,
a witness is not required. Type or
print names under all signatures.

(Title)

(Address)

(Date Signed)

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J
LIST OF ATTACHMENTS

NOTE

The Contractor, if a corporation, shall cause the following Certificate to be executed under its corporate seal, provided that the same officer shall not execute both the Agreement and the Certificate.

CERTIFICATE

I, _____, certify that I am the _____ of corporation named as Contractor herein; that _____, who signed this Agreement on behalf of the Contractor, was then _____ of said corporation; and that said Agreement was duly signed for in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

(Corporate Seal) (Signature)

NOTE

Financial Institution, if a corporation, shall cause the following Certificate to be executed under its corporate seal, provided that the same officer shall not execute both the Agreement and the Certificate.

CERTIFICATE

I, _____, certify that I am the _____ of corporation named as Financial Institution herein; that _____, who signed this Agreement on behalf of the Financial Institution, was then _____ of said corporation; and that said Agreement was duly signed for in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

(Corporate Seal) (Signature)

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J
LIST OF ATTACHMENTS

CERTIFICATE

I, _____, certify that I am the _____ of
corporation named as Contractor herein; that _____, who signed this Special
Bank Account Agreement on behalf of the Contractor, was then _____
of said corporation; and that said Special Bank Account Agreement was duly signed for in behalf of
said corporation by authority of its governing body and is within the scope of its corporate powers.

(Corporate Seal) (Signature)

CERTIFICATE

I, _____, certify that I am the _____ of the
corporation named as Financial Institution herein; that _____, who signed
this Agreement on behalf of the Financial Institution, was then _____ of
said Bank; and that said Special Bank Account Agreement was duly signed for in behalf of said
Bank by authority of its governing body and is within the scope of its corporate powers.

(Corporate Seal) (Signature)

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J
LIST OF ATTACHMENTS

ATTACHMENT D - SMALL BUSINESS SUBCONTRACTING PLAN

The Offeror's Small Business Subcontracting Plan will be placed here. Instructions for preparation of the plan are found in Section L, Attachment C.

Annual Plans for future fiscal years will be incorporated in the contract by modification.

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J
LIST OF ATTACHMENTS

**ATTACHMENT E - SERVICE CONTRACT ACT (SCA) WAGE
DETERMINATIONS**

The SCA Wage Determinations applicable to the current Management and Operating contract for the period April 1, 2012 through March 31, 2013 are:

| State(s) | Wage Determination No. |
|--|--------------------------------------|
| Louisiana: (Jefferson Parish) | 2005-2233 Revision No. 14 (06/13/11) |
| Louisiana: [Iberville Parish (Bayou Choctaw site)] | 2005-2231 Revision No. 12 (06/13/11) |
| Louisiana/Texas: [Cameron Parish, LA (West Hackberry site) and Jefferson County, TX (Big Hill site)] | 2005-2505 Revision No. 13 (06/13/11) |
| Mississippi: (Hancock County) | 2005-2301 Revision No. 11 (06/13/11) |
| Texas: [Brazoria County (Bryan Mound)] | 2005-2515 Revision No. 13 (06/13/11) |

These Wage Determinations are available at: [FedWorld Service Contract Act Online Homepage](#).

Wage Determinations are incorporated annually by bi-lateral contract modification.

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**SECTION J**
LIST OF ATTACHMENTS**ATTACHMENT F – LIST OF APPLICABLE DOE/SPRPMO DIRECTIVES**

Documents are available at:

DOE Directives at: <https://www.directives.doe.gov>.

SPRPMO Directives are available in the additional documents section of the M&O Contract Recompensation Reading Room at:

http://www.spr.doe.gov/readingroom/rr_files.html.

| <u>DOE/SPRPMO DIRECTIVES</u> | <u>Date</u> | <u>Title</u> |
|---|--------------------|--|
| DOE O 130.1 | 09/29/95 | Budget Formulation Process |
| DOE O 142.3A | 10/14/10 | Unclassified Foreign Visits and Assignments |
| DOE O 150.1 | 05/08/08 | Continuity Program |
| DOE O 151.1C | 11/02/05 | Comprehensive Emergency Management System |
| DOE O 200.1A | 12/23/08 | Information Management Program |
| DOE O 205.1B | 05/16/11 | Department of Energy Cyber Security Program |
| DOE O 206.1 | 01/16/09 | Department of Energy Privacy Program |
| DOE O 210.2A | 04/08/11 | DOE Corporate Operating Experience Program |
| DOE O 221.1A | 04/19/08 | Reporting Fraud, Waste, and Abuse to the Office of Inspector General |
| DOE O 221.2A | 02/25/08 | Cooperation with the Office of Inspector General |
| DOE O 225.1B | 03/04/11 | Accident Investigations |
| DOE O 226.1B | 04/25/11 | Implementation of DOE Oversight Policy |
| DOE O 227.1 | 08/30/11 | Independent Oversight Program |
| DOE O 231.1B | 06/27/11 | Environment, Safety and Health Reporting |
| DOE O 232.2 | 08/30/11 | Occurrence Reporting and Processing of Operations Information |
| DOE O 243.1A | 11/07/11 | Records Management Program |
| DOE O 243.2 | 02/02/06 | Vital Records |
| DOE O 251.1A | 01/30/98 | Directives System |
| DOE O 252.1A | 02/23/11 | Technical Standards |

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**SECTION J**
LIST OF ATTACHMENTS

| | | |
|----------------|----------|---|
| DOE O 350.1 | 09/30/96 | Contractor Human Resource Management Programs |
| Change 001 | 05/08/98 | |
| Change 002 | 11/22/09 | |
| Change 003 | 02/23/10 | |
| DOE O 412.1 | 04/20/99 | Work Authorization System |
| DOE O 413.1B | 10/28/08 | Internal Control Program |
| DOE O 413.3B | 11/29/10 | Program and Project Management for the Acquisition of Capital Assets |
| DOE O 414.1D | 04/25/11 | Quality Assurance |
| DOE O 420.1B | 12/22/05 | Facility Safety |
| Change 1 | 04/19/10 | |
| DOE O 422.1 | 06/29/10 | Conduct of Operations |
| DOE O 430.1B | 09/24/03 | Real Property Asset Management |
| Change 1 | 02/08/08 | |
| Change 2 | 04/25/11 | |
| DOE O 436.1 | 05/02/11 | Departmental Sustainability |
| DOE O 440.2C | 06/15/11 | Aviation Management and Safety |
| Admin Change 1 | 06/22/11 | |
| DOE O 442.1A | 06/06/01 | Employee Concerns Program |
| DOE O 442.2 | 07/29/11 | Differing Professional Opinions for Technical Issues Involving Environment, Safety and Health |
| DOE O 460.1C | 05/14/10 | Packaging and Transportation Safety |
| DOE O 460.2A | 12/22/04 | Departmental Materials Transportation and Packaging Management |
| DOE O 470.3B | 08/12/08 | Graded Security Protection Plan |
| DOE O 470.4B | 07/21/11 | Safeguards and Security Program |
| DOE O 471.1B | 03/01/10 | Identification and Protection of Unclassified Controlled Nuclear Information |
| DOE O 471.3 | 04/09/03 | Identifying and Protecting Official Use Only Information |
| Admin Chg 1 | 01/13/11 | |
| DOE O 475.1 | 12/10/04 | Counterintelligence Program |
| DOE O 471.6 | 06/20/11 | Information Security |
| DOE O 475.2A | 02/01/11 | Identifying Classified Information |

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**SECTION J**
LIST OF ATTACHMENTS

| | | |
|------------------------------|----------------------|---|
| DOE O 534.1B | 01/06/03 | Accounting |
| DOE O 544.1 | 10/12/04 | Priorities and Allocations Program |
| DOE O 551.1D | 04/02/12 | Official Foreign Travel |
| DOE O 580.1A | 03/30/12 | Department of Energy Personal Property Management Program |
| DOE O 2340.1C | 06/08/92 | Coordination of General Accounting Office Activities |
| DOE 5639.8A | 07/23/93 | Security of Foreign Intelligence Information and Sensitive Compartmented Information Facilities |
| DOE 5670.1A | 01/15/92 | Management and Control of Foreign Intelligence |
| DOE M 205.1-3 | 04/17/06 | Telecommunications Security Manual |
| DOE M 251.1-1A | 01/30/98 | Directives System Manual |
| DOE M 440.1-1A | 01/09/06 | DOE Explosives Manual |
| DOE M 441.1-1 | 03/07/08 | Nuclear Material Packaging Manual |
| DOE M 450.4-1 | 11/01/06 | Integrated Safety Management System Manual |
| DOE M 470.4-2A | 07/23/09 | Physical Protection |
| DOE M 470.4-3A | 11/05/08 | Contractor Protective Force |
| DOE M 470.4-4A Section D | 01/16/09 | Technical Surveillance Countermeasures |
| DOE M 470.4-5 | 08/26/05 | Personnel Security |
| DOE M 470.4-6 | 08/26/05 | Nuclear Material Control and Accountability |
| DOE M 470.4-7 | 08/26/05 | Safeguards and Security Program References |
| DOE M 471.3-1 Admin Chg 1 | 04/09/03 01/13/11 | Manual for Identifying and Protecting Official Use Only Information |
| DOE M 475.1-1B | 08/28/07 | Manual for Identifying Classified Information |
| DOE N 206.4 | 06/29/07 | Personal Identity Verification |
| SPRPMO O 130.1B Change 1 | 03/14/05 | Management and Operating Contractor's Annual Operating Plan Formulation and Execution |
| SPRPMO O 151.2B | 06/06/06 | Drawdown Readiness Program |
| SPRPMO O 200.2A | 08/29/06 | Information Management Council and Information Systems Planning Committee |
| SPRPMO O 200.3 | 07/12/07 | Information Technology Guidance Implementation Process |

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**SECTION J**
LIST OF ATTACHMENTS

| | | |
|-----------------------|----------|---|
| SPRPMO O 206.4 | 09/01/10 | Background Checks and Badging |
| SPRPMO O 210.1A | 09/22/06 | Milestone Control |
| SPRPMO O 220.1C | 10/04/06 | On-Site Management Appraisals |
| SPRPMO O 220.2D | 07/15/09 | Observation Reports |
| SPRPMO O 226.1A | 01/31/12 | Implementation of DOE Oversight Policy |
| SPRPMO O 231.1A | 03/22/07 | Occurrence Reporting and Processing System |
| Change 1 | 11/26/08 | |
| Change 2 | 03/23/11 | |
| SPRPMO O 413.3 | 12/22/10 | Crude Oil Quality and Test Criteria |
| SPRPMO O 414.1C | 11/02/11 | Quality Assurance |
| SPRPMO O 416.1 | 08/10/10 | SPRPMO Petroleum Accountability |
| SPRPMO O 420.1C | 12/05/11 | Conduct of Operations Requirements for SPR Facilities |
| SPRPMO O 430.1B | 12/14/07 | SPRPMO Reliability, Availability and Maintainability Program |
| Change 1 | 12/23/08 | |
| SPRPMO O 431.1A | 07/25/11 | SPR Design Criteria |
| SPRPMO O 432.1B | 05/13/09 | SPR Facilities/Equipment Turnover and Startup Procedure |
| SPRPMO O 433.1B Chg 1 | 12/20/11 | Maintenance Management Program |
| SPRPMO O 434.1C | 03/12/08 | Recovery Program |
| SPRPMO O 440.2B | 02/27/08 | Aviation Implementation Plan |
| SPRPMO O 440.4 | 08/16/07 | Policy on Preventing Violence in the Workplace |
| SPRPMO O 451.1D | 12/22/10 | SPRPMO National Environmental Policy Act (NEPA) Implementation Plan |
| SPRPMO O 471.4 | 06/30/04 | Reporting Incidents of Security Concern |
| SPRPMO O 534.1A | 03/27/06 | Financial Accounting for the SPR Crude Oil Inventory |
| SPRPMO M 243.1-1C | 04/10/06 | Records Disposition Manual |
| SPRPMO M 410.1-1A | 11/10/03 | Configuration Management Program Manual |
| Change 1 | 08/30/06 | |
| SPRPMO M 442.1-1A | 06/04/02 | Employee Concerns Manual |
| Change 1 | 08/25/04 | |
| SPRPMO M 470.4-1 | 07/13/07 | SPRPMO Security Manual |

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J
LIST OF ATTACHMENTS

| | | |
|-----------------------------|----------|--|
| SPRPMO N 450.1 | 12/02/11 | Implementation of ES&H Contractor Requirements Documents |
| SPRPMO N 450.5B Change 1 | 02/01/12 | SPR Environment, Security, Safety, Health, and Emergency Preparedness Goals, FY 2012 |

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J
LIST OF ATTACHMENTS

ATTACHMENT G - KEY PERSONNEL

Pursuant to the clause entitled “Key Personnel,” the following positions are considered to be essential to work being performed.

(This Attachment will be completed at time of award.)

| <u>Title</u> | <u>Name</u> |
|--------------|-------------|
| | |
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PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J
LIST OF ATTACHMENTS

ATTACHMENT H
DOE FORM 1332.1, REPORTING REQUIREMENTS CHECKLIST

The Reporting Requirements Checklist and specific guidance will be provided to the successful Offeror during the transition period.

DOE F 1332.1
(11-84)U.S. DEPARTMENT OF ENERGY
REPORTING REQUIREMENTS CHECKLISTFORM APPROVED
OMB NO. 1990-1401

| | | | | | | | | | | | | |
|--|---|---|------------------|---|---|-------------------|-------------------------------------|----------------------|---|---------------------------|---------------|---|
| 1. PROGRAM/PROJECT TITLE Management and Operation (M&O) Strategic Petroleum Reserve | | 2. IDENTIFICATION NUMBER TBD | | | | | | | | | | |
| 3. PARTICIPANT NAME AND ADDRESS TBD | | | | | | | | | | | | |
| 4. PLANNING AND REPORTING REQUIREMENTS | | | | | | | | | | | | |
| A. General Management <input type="checkbox"/> Management Plan <input type="checkbox"/> Status Report <input type="checkbox"/> Summary Report B. Schedule/Labor/Cost <input type="checkbox"/> Milestone Schedule/Plan <input type="checkbox"/> Labor Plan <input type="checkbox"/> Facilities Capital Cost of Money Factors Computation <input type="checkbox"/> Contract Facilities Capital and Cost of Money <input type="checkbox"/> Cost Plan <input type="checkbox"/> Milestone Schedule/Status <input type="checkbox"/> Labor Management Report <input type="checkbox"/> Cost Management Report C. Exception Reports <input type="checkbox"/> Conference Record <input type="checkbox"/> Hot Line Report D. Performance Measurement <input type="checkbox"/> Management Control System Description <input type="checkbox"/> WBS Dictionary <input type="checkbox"/> Index <input type="checkbox"/> Element Definition <input type="checkbox"/> Cost Performance Reports <input type="checkbox"/> Format 1 – WBS Lev. 4 <input type="checkbox"/> Format 2 - Function <input type="checkbox"/> Format 3 – Baseline | Frequency | E. Financial Incentives <input type="checkbox"/> Statement of Income and Expense <input type="checkbox"/> Balance Sheet <input type="checkbox"/> Cash Flow Statement <input type="checkbox"/> Statement of Changes in Financial Position <input type="checkbox"/> Loan Drawdown Report <input type="checkbox"/> Operating Budget <input type="checkbox"/> Supplementary Information F. Technical <input type="checkbox"/> Notice of Energy RD&D Project (Required with any of the following) <input type="checkbox"/> Technical Progress Report <input type="checkbox"/> Draft for Review <input type="checkbox"/> Final for Approval <input type="checkbox"/> Topical Report <input type="checkbox"/> Final Technical Report <input type="checkbox"/> Draft for Review <input type="checkbox"/> Final for Approval <input type="checkbox"/> Software <input type="checkbox"/> Other (Specify) As Needed | Frequency | | | | | | | | | |
| 5. FREQUENCY CODES <table style="width: 100%;"> <tr> <td style="width: 33%;">A – As Required</td> <td style="width: 33%;">M – Monthly</td> <td style="width: 33%;">S – Semi-Annually</td> </tr> <tr> <td>C – Change to Contractual Agreement</td> <td>O – Once After Award</td> <td>X – With Proposal/Bid/Application or with Significant Changes</td> </tr> <tr> <td>F – Final (end of effort)</td> <td>Q – Quarterly</td> <td>Y – Yearly or Upon Renewal of Contractual Agreement</td> </tr> </table> | | | | A – As Required | M – Monthly | S – Semi-Annually | C – Change to Contractual Agreement | O – Once After Award | X – With Proposal/Bid/Application or with Significant Changes | F – Final (end of effort) | Q – Quarterly | Y – Yearly or Upon Renewal of Contractual Agreement |
| A – As Required | M – Monthly | S – Semi-Annually | | | | | | | | | | |
| C – Change to Contractual Agreement | O – Once After Award | X – With Proposal/Bid/Application or with Significant Changes | | | | | | | | | | |
| F – Final (end of effort) | Q – Quarterly | Y – Yearly or Upon Renewal of Contractual Agreement | | | | | | | | | | |
| 6. SPECIAL INSTRUCTIONS (ATTACHMENTS) <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Report Distribution List/Addressees <input type="checkbox"/> Reporting Elements <input type="checkbox"/> Due Dates </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Analysis Thresholds <input type="checkbox"/> Work Breakdown Structure <input type="checkbox"/> Other </td> </tr> </table> | | | | <input type="checkbox"/> Report Distribution List/Addressees <input type="checkbox"/> Reporting Elements <input type="checkbox"/> Due Dates | <input type="checkbox"/> Analysis Thresholds <input type="checkbox"/> Work Breakdown Structure <input type="checkbox"/> Other | | | | | | | |
| <input type="checkbox"/> Report Distribution List/Addressees <input type="checkbox"/> Reporting Elements <input type="checkbox"/> Due Dates | <input type="checkbox"/> Analysis Thresholds <input type="checkbox"/> Work Breakdown Structure <input type="checkbox"/> Other | | | | | | | | | | | |
| 7. PREPARED BY (SIGNATURE AND DATE) | | 8. REVIEWED BY (SIGNATURE AND DATE) | | | | | | | | | | |

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J
LIST OF ATTACHMENTS

ATTACHMENT I – PERFORMANCE GUARANTEE AGREEMENT

The selected Offeror's Performance Guarantee Agreement will be placed here in the contract. The Performance Agreement is required by Section L clause entitled "Requirement for Guarantee of Performance," Instructions for preparation of the agreement are found in Section L, Attachment A.

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J
LIST OF ATTACHMENTS

**ATTACHMENT J – PERFORMANCE EVALUATION AND
MEASUREMENT PLAN**

The Contracting Officer will issue the Performance Evaluation and Measurement Plan annually under separate cover.